

## Minutes of the Annual Meeting held at 7:00pm Monday 19<sup>th</sup> May 2025 at the Braywood Memorial Hall

### Present:

Bray Ward:	Cllr S Eginton, Cllr K Elvin (Chairman), Cllr Korczak, Cllr M Pierce
Fisheries Ward:	Cllr J Phillips
Holyport Ward:	Cllr L Kneen, Cllr M Parkinson, Cllr R Tavinor, Cllr L Walters, Cllr D Wilson
Dedworth Ward:	Cllr J Glover, Cllr Pellew
Oakley Green and Fifield Ward:	Vacant seat
Press:	None present
Members of the public:	Two members of the public
Clerk:	Mrs. L Steele (Locum Clerk) and Ms. E Cope (Clerk)

✋ = Resolution

£ = Expenditure approval

### 001/2025 Chairman's request

The Chairman requested that all mobile devices be switched off for the duration of the meeting, reminding all in attendance of the fire safety regulations for the venue of the meeting and advised that the meeting was being recorded.

### 002/2025 Recording/Filming of the Meeting ✋

The Chairman advised those present that the Council permits the filming and recording and photography of its public meetings (Standing Order 3) k.).

By attending the meeting, you consent to being filmed and recorded unless you notify the Clerk in advance that you do not wish to be.

Approved, no comments.

### 003/2025 Election of the Chairman for the forthcoming year and signing of the Acceptance of Office ✋

Cllr Elvin advised that he would not be re-standing as Chairman.

Nominations were received for Cllr Kneen and Cllr Wilson. A discussion and vote took place, with 6 votes for each candidate.

The Chairman was invited by the Locum Clerk to use his power to cast a second vote. Cllr Elvin voted for Cllr Wilson, ensuring a resolution was reached.

Cllr Wilson was therefore elected as Chairman. Cllr Elvin invited Cllr Wilson to take the Chair.

### 004/2025 Election of the Vice-Chairman for the forthcoming year and signing of the Acceptance of Office ✋

Nominations were received for Cllr Kneen and Cllr Glover. Cllr Glover declined the nomination.

Cllr Kneen was elected as Vice-Chairman.

Proposed: Cllr Korczak

Seconded: Cllr Parkinson

Vote: 11 for

1 abstain.

### 005/2025 Apologies for absence, declarations of Interest and Dispensations

Apologies were received from Cllr Cross

All Members were reminded that they must disclose any disclosable pecuniary interests, registerable interests and any non-registerable interests they have in items of business on the meeting's agenda either at this point or during the agenda item. They were reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting

005.001 To approve dispensation to allow Councillors voting on item no. 015/2025 🖐️

Approved.

#### **006/2025 Minutes from previous meetings** 🖐️

The minutes of the meeting held on Monday 14<sup>th</sup> April 2025 were approved.

#### **007/2025 To approve Committee and Working Group Memberships for CY 2025/26** 🖐️

After discussion it was approved to remove the Flood Working Group, the other current committees and working groups remain unchanged.

Action: Parish office to circulate updated committee list.

#### **008/2025 To approve dates and times of Council and Committee meetings for CY 2025/26** 🖐️

Deferred to the next meeting to allow the office to check RBWM and Denham Parish Council meeting calendars.

Meetings scheduled to the 23<sup>rd</sup> June 2025 will be held.

#### **009/2025 Election of the Planning Committee Chairman for the forthcoming year** 🖐️

Cllr Kneen was nominated by Cllr Phillips                      Seconded: Cllr Tavinor                      Vote: All.

#### **010/2025 Election of the Planning Committee Vice-Chairman for the forthcoming year** 🖐️

Cllr Korczak was nominated by Cllr Kneen                      Seconded: Cllr Phillips                      Vote: All.

#### **011/2025 Admission of the Public** 🖐️

In accordance with the Public Bodies (Admission to Meetings) Act 1960, Members resolve whether to exclude members of the public from all or part of the meeting.

#### **012/2025 ARD Playground Report**

Circulated prior to the meeting.

#### **013/2025 Public Forum**

The Chairman moved to allow maximum of 15 Minutes (3 minutes per speaker) for the public to address the Council.

A member of the public addressed the meeting about a recent meeting that had taken place at RBWM with officers to discuss the roundabout construction on the A308 at the junction of Holyport Road.

#### **014/2025 Financial Committee**

A copy of the minutes were circulated prior to the meeting.

Cllrs received a report of the meeting held Wednesday 30<sup>th</sup> April 2025.

#### 014.001 To approve the following policies as recommended by the Finance Committee 🖐️

- Expenses Policy
- Grants Policy
- Social Media Policy
- Communications and Engagement Policy

Approved to defer to the next meeting.

#### 014.002 To receive the annual accounts for year ending 31<sup>st</sup> March 2025

Circulated prior to the meeting.

#### 014.003 To receive the Interim and final internal audit reports for FY 2024/25 and approve the action plan for addressing recommendations

Circulated prior to the meeting. The locum Clerk advised that it had been a difficult year for the parish office, noting the Clerk had been absent for an extended period due to sickness.

Recommendations from the internal audit have been addressed by the Clerk.

The chairman requested approval to extend the meeting for 1/2hr to 9:30pm.

Approved.

014.004 Annual Governance Statement 🖐️

To approve the Annual Governance Statement (AGAR part 1) 2024/2025

Approved.

Proposed: Cllr Pierce

Seconded: Cllr Wilson

Vote: 8 for

2 Abstain:

014.005 Accounting Statements FY2024/25 🖐️

To approve the Accounting Statements FY 2024/2025 (AGAR part 2)

Approved.

Proposed: Cllr Elvin

Seconded: Cllr Pellew

Vote: 10 for

2 Abstain:

014.006 To note the date of the public Inspection of Accounts

Circulated prior to the meeting.

**015/2025 To approve Basic Parish Allowances for FY2025/26** 🖐️

The Clerk advised that RBWM Remuneration Panel had not met since 2006 and had recently refused to consider the Clerks request to review allowances. Legal advice has been sought from the SLCC, awaiting a response.

Deferred to the next meeting.

**016/2025 To approve payment of Direct Debits and Standing Orders for FY2025/26** 🖐️

Approved.

**017/2025 To review the current list of approved policies and best practice documents** 🖐️

Deferred to the next meeting.

**018/2025 Correspondence and General Matters**

018.001 BALC, To approve a representative of the council to attend meetings 🖐️

Approved for the Chairman and Vice-Chairman to represent BPC at BALC meetings.

018.002 Cllr Kneen to report on the RBWM Flood Liaison Meeting, Tuesday 22<sup>nd</sup> April 2025

Cllr Kneen reported on the meeting, advising that she would circulate a copy of the minutes to councillors.

**019/2025 Chairman's Report**

Cllr Wilson gave thanks to Cllr Elvin for his hard work over many years as serving Chairman. He hoped that councillors would fully support him in his new role for the future.

**020/2025 Clerk's Report**

**021/2025 Date of the next meeting Monday 23<sup>rd</sup> June 2025**

**Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the public**

The Chairman moved that under Section 1(2) of the Public Bodies (Admission to Meetings) Act, the public shall be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

UNAPPROVED